



BSA Troop 116 Expense Request

1. Expense report must be completed for any disbursement of funds from Troop Treasury.
2. Always obtain receipts, then attach to the expense report when you turn it in.
3. Remember to keep copies for yourself!

For Treasurer Use Only

Date Received:

Check #

Amount:

Check Date:

Date Sent:

Type of Request

Expense is for: _____

I am requesting: (Please check one)

- Reimbursement check of Expenses incurred
- Reimbursement to Scout Account of Expenses incurred
- Vendor Check for Troop Vendor
- Advance Funds for anticipated expenses
(Budget is required to be turned in with the request)

Trip/Event that the advance funds are needed: _____

Date needed, for advance funds request only: _____

Vendor Check

Check to be sent to:

Name of Vendor:

Street Address:

City, State Zip:

Contact Name:

Contact Phone #:

Contact E-mail:

Describe Event(s) and Expense purpose, Please print Clearly

Receipt Amount(s)

Troop 116 Committee Approval, Minimum of two signatures required :

Committee Chairman Signature:

Scoutmaster Signature

Treasurer Signature:

Receipt(s) Total = _____

Advanced to me = _____
(Reflect previously distributed funds as a negative number)

Payment directly to vendor = _____
(Reflect previously distributed funds as a negative number)

Grand Total = _____

I provide that all expenses and/or advanced funds claimed are in support of the approved activities of BSA Troop 116. I also understand that all expense reports must have all receipts attached to support the expense being submitted.

Printed Name of submitter:

Signature of submitter:

Date:

Phone #: _____ E-Mail: _____